Page 1-5

Error 1
Pg. 3, 1st paragraph, 2nd to last sentence under B. Institutional Context: lists “Occupational” and “Business” as two unique programs offered at Downtown Campus.

Correction 1
This appears to be an inaccurate paraphrase of the Multi-Campus Report, which reads “Occupational programs include Building Construction Technology, Automotive Technology and Welding, as well as innovative business programs such as Fashion Merchandising.”

Error 2
Pg. 3, 3rd paragraph references 2013-2014.

Correction 2
The data included are all for Fall 2013

Error 3
Pg. 3, 3rd paragraph; count of part time and full times students is incorrect.

Correction 3
Full time should be 9,071 and part time should be 18,033

Error 4
Pg. 3, 4th paragraph; the titles of several leadership positions are incorrect.

Correction 4
Correct titles
a. “Provost and Vice Chancellor for Academic Services” should be “Provost and Executive Vice Chancellor for Academic and Student Services.”
b. The phrase “Executive Vice Chancellors for...” mistakenly applies “Executive Vice Chancellor” to a number of positions. The correct titles are
   i. Executive Vice Chancellor for Finance and Administration
   ii. Vice Chancellor for Institutional Advancement
   iii. Vice Chancellor for Information Technology
   c. The list also excludes the “Vice Chancellor for Facilities.

Error 5
Pg. 5, 3rd paragraph; report omits the fact that students also participated on committees

Correction 5
Consider including “students” as committee participants.
Error 6
Pg. 5, 5th paragraph asserts that the credit-hour worksheets were omitted from the report.

Correction 6
Page 235 of the Self-study Report provides links to Appendix A: Assignment of Credit Hours, Form for Reporting and Overview of Credit Hour Allocation, Attachment 1: Courses with Six or More Credit Hours, and PCC’s Credit Hour Policy.

Pages 6-10

Error 1
Pg. 8, 1st paragraph incorrectly replaces the Mission Statement “To develop our community through learning” with the College Vision “Pima Community College will provide access to learning without the limits of time, place or distance.”

Correction 1
Consider replacing with PCC’s mission statement: “The mission of PCC is to develop our community through learning.”

Error 2
Pg. 8, 2nd bullet under “Evidence”: the College Vision is referred to as the Mission Statement.

Correction 2
See the comment for #1 above.

Error 3
Pg. 9, the 1st bullet under evidence contains what may be factual errors concerning the Diversity Committee; however, the phrasing of the sentences prevents readers from evaluating their factual content unequivocally. [See subsections 3a, 3b and 3c below]

Error 3a
“While the Committee is scheduled to meet monthly on a year round basis, to date metrics and measurable outcomes are not available in other than draft form.”

Correction 3a
While it does not explicitly say so, the sentence implies that the Diversity Committee is responsible for developing “metrics and measurable outcomes.” PCC has assigned this task to its Human Resources Department not the Diversity Committee.

Error 3b
“This Committee is yet to produce a strategic diversity plan, but acknowledges a mandate to produce such a plan.”

Correction 3b
Producing a strategic diversity plan was not part of the Committee charge at the time of the Team’s visit. At the request of the Chancellor, at a Committee meeting on November 13, 2014, the HR representative discussed with the Committee taking on the task of developing a recommended strategic diversity plan. The Committee voted unanimously to do so and is expected to produce a recommended diversity plan before the end of the Spring 2015 academic term.

Error 3c

“In addition, recent government contracts with the institution require adherence to federal affirmative action guidelines and expectations.”

Correction 3c

Without explicitly saying so, the sentence suggests that the Diversity Committee will be responsible for ensuring that PCC adheres to federal affirmative action guidelines and expectations, a task that falls outside the Committee’s purview. The EEO Section of the HR Department has primary responsibility for the development and implementation oversight of a College affirmative action plan that meets federal requirements. The plan will be completed before the end of December 2014.

Error 4

Pg. 9 Work of the Diversity Committee has just begun its work.

Correction 4

The Diversity Committee has been active at PCC for many years.

Error 5

Pg. 9 “there remains a concern among two community groups that the College has yet to address their articulated concerns regarding the lack of diversity relative to Hispanic/Mexican American individuals among senior leadership.”

Correction 5

First, it is important to clarify that the concern articulated by the groups in several communications is specifically limited to a perception that the college has not hired a sufficient number of Mexican Americans, rather than with diversity or Hispanics. In certain instances, the groups have asked the college to hire specific individuals because the group believes the individuals are Mexican American.

In response, the college has advised the groups that it would be unlawful to hire individuals based on their race or ethnicity. In a March 6, 2014 email the Acting Vice Chancellor of Human Resources explained that “Mexican American” is not a category recognized for data collection by the EEOC or for affirmative action purposes. As a result, the college is not able to determine how many current or prospective employees are “Mexican American.” The college has shared with the groups the demographic information it does collect following federal guidelines and the efforts it has made to recruit diverse applicant pools.
Error 1
Pg 11, 2nd paragraph, 2nd to last sentence: “...the College recently formed a Diversity Committee.”

Correction 1
PCC has had a Diversity Committee for many years

Error 2
Pg. 12, the first bullet refers to the Board of Governors’ Finance and Audit Committee. The second bullet refers to a “citizen’s committee to help it oversee College financial policies and procedures.” The inconsistent terminology creates the impression that there may be two separate committees, and the reference to a “citizen’s committee” is not entirely accurate.

Correction 2
Please use “Finance and Audit Committee” when referring to the group. It has between 5-8 community members (currently 7, recruiting for the 8th) and two board members.

Error 3
The description of the Finance and Audit Committee referenced above is written in the future tense, which suggests that the Committee has yet to be formed or to begin its work.

Correction 3
As of September 17, the Committee had been formed and had met on April 21, August 29, and July 19 and thus had begun its work.

Error 4
Page 12, 4th bullet states that “The Chief Human Resources Officer must approve interim, interim, direct appointments and reassignments.”

Correction 4
Both the Chief HR Officer and the Chancellor must approve interim, direct appointments and reassignments.

Error 5
Page 13: the “new Director of Internal Audit has been in place since April 2012.” As written, it is not clear whether the sentence refers to the position or to the person who currently holds it. PCC has employed a Director of Internal Audit or its equivalent since at least July 1, 1998. If the sentence refers to the person rather than the position, we do not believe that the adjective “new” accurately reflects the 2.5 years that she has held the position.

Correction 5
Please clarify whether the sentence refers to the position or the employee and perhaps reconsider the use of the word “new” when describing either.
Error 6
Pg. 14, 2nd bullet: “Cooperative Agreements that are aligned with the State of Arizona.”

Correction 6
The sentence incorrectly limits cooperative agreements to those with the state of Arizona. “Competitively bid contracts available through cooperative agency agreements” conveys the range of entities with who the College may engage in cooperative agreements.

Error 7
Pg. 15, 2nd paragraph; mentions “associate vice chancellor positions.”

Correction 7
There is only one position, and the title is “Vice Chancellor of Human Resources.”

Error 8
Pg. 15 states that “several of the policies were implemented during the summer while many faculty members and students were not on campus. While they may have become aware of the new/amended policies through the call for comment period, at the time of the visit there had been neither the opportunity for other than electronic communication nor training for faculty/students in a formal setting.”

Correction 8
To ensure that faculty and staff were included in the review of proposed policy, the College held a special session on March 14, 2014 where proposed policy changes were presented to both Faculty Senate and Staff Council.

Pages 16-20

Error 1
Pg. 18, second bullet states the Chancellor’s evaluation and Board self-assessment are to be presented at an upcoming meeting.

Correction 1
The Chancellor’s evaluation and Board self-assessment were shared at the regular Board meeting on September 10, 2014.

Error 2
Pg 19, third bullet under Evidence mentions “director of PIR.”

Correction 2
Correct title is Assistant Vice Chancellor of Planning and Institutional Research.

Error 3
Page 19 mentions HB 2281, in the same sentence that refers to class cancellations at Pima Community College. While it is not clear what relationship the sentence seeks to establish between the course cancellations and that particular state law, the site-visit team should be aware that PCC is not subject to that law.

**Correction 3**

HB 2281 was codified at ARS 15-112. The law applies to public school districts and charter schools, which are legally defined as K-12 institutions. The law does not apply to community colleges.

**Pages 21-25**

**Error 1**

Pg. 21, 2nd paragraph specifies that the supporting coursework for electronic assembly is mathematics.

**Correction 1**

Supporting coursework includes mathematics and computer assembly and testing.

**Error 2**

Pg. 22, 1st paragraph, last sentence: “...but rather faculty liaisons from each campus...”

**Correction 2**

Correct title is “campus liaison.”

**Error 3**

Pg. 25 last bullet: “Although the HLC believes that PCC hires qualified faculty and staff needed for quality programs and services, it shares the concerns of some faculty members about the growing number of adjunct faculty, especially when compared to PCC’s peer institutions.

**Correction 3**

In recent years, as enrollment declined from its peak in fall 2010, the number of sections taught by adjunct faculty has decreased not grown whereas the number taught by full-time faculty has remained relatively steady. Between the Fall of 2011 and the Fall of 2014 the number of classes taught by adjunct faculty decreased from 2,650 to 1,897. During the same period, the number of classes taught by full-time faculty decreased from 1,517 to 1,446. Thus in Fall 2011, adjunct faculty taught 65% of PCC’s courses. in the Fall of 2014 they taught 56%.

**Pages 26-30**

**Error 1**

Pg. 27, paragraph 5. Regarding the wireless system, text specifies “5,000 unique users”
Correction 1
There are in fact “5,500 unique users”

Error 2
Pg. 29, last paragraph; specifies “the growing number of adjunct faculty”

Correction 2
See correction for page 25 above.

Pages 31-35

Error 1
Pg. 31 refers to the “Central office”

Correction 1
The correct term is “District Office.”

Error 2
Pg. 32, 2nd bullet; “Fifteen of PCC’s occupational degree...have external accreditations.”

Correction 2
There are 16 programs with external accreditations, with 2 programs under “Public Safety Programs”.

Error 3
Pg. 32, last paragraph, the team cites the lack of graduate employability data as a source of concern and cites two underlying reasons for this concern. The first concern is that “data on employability of graduates is not readily available to students parents and the public.” While this is true, the data are not readily available to PCC either since the College cannot access them until the U.S. Department of Labor grants the Arizona Department of Economic Security permission to release them to it. To date, the AZ DES has developed a draft data sharing agreement that is being finalized with each of the state community college districts. The team also cites the 2013 Student Progress and Outcomes Report as indicating that an employability indicator is “in development.” This indicator is being developed by a consultant that has been hired by the State of Arizona, and the indicator is currently unavailable to all institutions of higher education in the state. Neither of these items are under the College’s control.

Correction 3
Consider Including PCC in the list of entities for whom data are not readily available and indicating that the indicator “in development” is being developed by someone other than PCC and that all institutions of higher education in Arizona await its completion.
Error 4
Pg. 35, last paragraph; specifies “To improve these processes and methodologies, PCC has established an Executive Director of Enrollment Management.” The phrase “these processes and methodologies” refers to a description of the quality control processes used by Planning and Institutional Research. The Executive Director of Enrollment Management position was not created to improve PIR’s quality control processes.

Correction 4
“To improve the College’s processes and methodologies for analyzing information on retention, persistence and completion, PCC has established an Executive Director of Enrollment Management” more accurately describes the rationale for the position’s creation.

Pages 36-40

Error 1
Pg. 37, 4th bullet, last sentence: “The 2015 budget allocated funding to restructure the Developmental Education and distance learning.”

Correction 1
“The 2015 budget allocated funding to restructure developmental education, enhance student services, enhance distance learning, and other strategic initiatives.”

Error 2
Pg. 39, 3rd bullet, 3rd sentence: “This committee is staffed by two members.” “Staffed” suggests that the committee members are employed by the College.

Correction 2
Replacing “staffed” with “joined” removes the connotation of employment.

Error 3
Pg. 40, 2nd bullet says there is no persuasive evidence about whether the meet and confer process has been followed.

Correction 3
The meet and confer process is extensively documented. Each year the process generates memoranda of understanding between the different employee teams and the management team. The Board agendas and minutes following the conclusion of the meet and confer process document the presentation of meet and confer items to the Board and Board actions on them. The agenda and meeting materials from 2004 through the present are available on the College’s public website.
Pages 41-15

Error 1
Pg. 45, number 8: “Progress to date of the Developmental Education Task Force and Council, ...” has incorrect title of group.

Correction 1
Replace “Developmental Education Task Force with “Developmental Education Redesign Committee.”

Pages 46-50

Error 1
Pg. 47 refers to the “Board of Governors Finance and Audit Committee.”

Correction 1
“Board of Governors” is not included in the Committee’s title.

Error 2
Pg. 47 Community Group Meetings list only POAC and C-FAIRR.

Correction 2
The team met with at least one other community group affiliated with the University of Arizona.

Page 52

Error 1
Under the heading “Strategic Planning,” there is a person missing from those in attendance of the meeting with the peer evaluators.

Correction 1
Add “Senior Assistant to the Provost.”